

CHANGING THE DEFAULT JOB CODE IN US BANK ACCOUNT

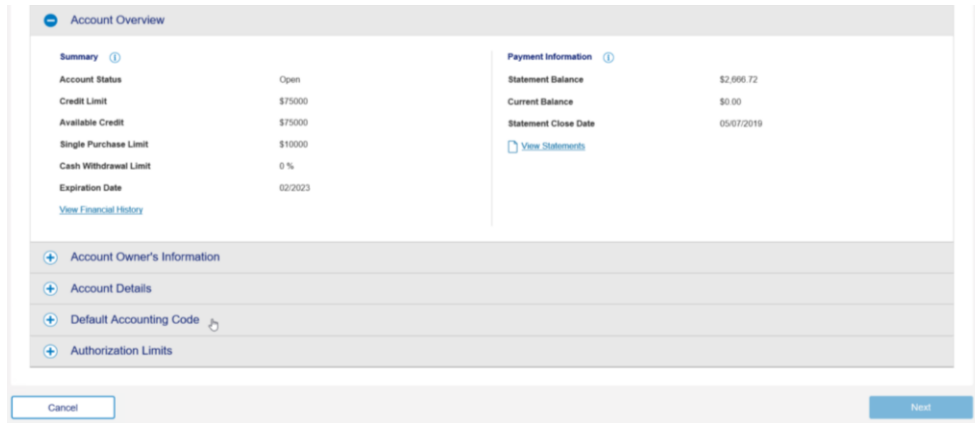
Step by Step Guide for Cardholders

Log into your purchase card account- Select “Account Administration” located on the left menu.

Select “Maintain Cardholder Account”



Scroll down to “Default Accounting Code” and click on the “+” (plus sign) so it opens.



You will see your current Default Job Code listed.

NOTE: The 11 stands for USDA: Forest Service as an Agency; the 06__ stand for your Unit; The next 6 characters are the jobcode; and the 19 is related to the fiscal year.

Please verify what codes are funded with your budget officer and/or program manager for normal purchases. If you are supporting an incident/fire, please change the default code to the one relevant to the incident.

To change the job code, select the little “✎” (edit) symbol beside the “Default Accounting Code”.



It will open the following screen.

Either type in the entire known jobcode under the “New” LINE OF ACCOUNTING. (Example format: 110627AXOL2719) and hit “Next”. Then verify the code is correct on the next page and click “Submit”. This will change the default job code in your account. Hit “OK” and verify the change is complete in your account under the “Default Job Code” tab.

The screenshot shows a web form titled "Default Accounting Code". It has a "Current" section with fields for "LINE OF ACCOUNTING (61) (optional)" (110618CMRD1819), "BOC (4) (optional)" (2670), and "DCN (FAS USE ONLY) (6) (optional)" (—). Below this is a "New" section with similar fields. The "LINE OF ACCOUNTING" field is populated with "110627AXOL2719". There are search icons next to the "BOC" and "DCN" fields. Below the "New" section is a "Show Optional Settings" link and a "Default Accounting Code Comments (optional)" text area. At the bottom, there is an "Authorization Limits" section with a plus icon. The form has "Cancel" and "Next" buttons at the bottom.

If you either do not have the full job code or get an “invalid accounting code” error code (see below), you can type in a partial code, and hit the “search” and it will populate all the valid existing codes in the system related to the search you requested.

Example of error code:

The screenshot shows the "Default Accounting Code" form with a red error message box. The message reads: "We are unable to validate the Default Accounting Code at this time. Please try again later." and "The USDA validating system provided this message(s): 01 - Invalid Shorthand Code".

This is an example of what you will see in a “Contains” Search Type.

The screenshot shows the "Default Accounting Code" form. The "New" section has the "LINE OF ACCOUNTING" field populated with "110618CMRD1819". The "BOC" field is "2670" and the "DCN" field is empty. There are search icons next to the "BOC" and "DCN" fields. Below the "New" section is a "Show Optional Settings" link and a "Default Accounting Code Comments (optional)" text area. At the bottom, there is an "Authorization Limits" section with a plus icon. The form has "Cancel" and "Next" buttons at the bottom.

Select the correct default job code and confirm.

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Search for Valid Value

-To search for SPECIFIC values, enter a full or partial segment value and/or a value description.
-To search for ALL valid values, leave text fields blank.

LINE OF ACCOUNTING (81)
Value: Description:

Search Type: Contains

Results

The values below match your search criteria. Results 1 to 4 of 4

LINE OF ACCOUNTING (81)	Value Description
<input type="radio"/> 110627AXOL2718	
<input checked="" type="radio"/> 110627AXOL2719	
<input type="radio"/> 110627AXOL2716	
<input type="radio"/> 110627AXOL2717	

Hit the next button if everything looks correct.

Default Accounting Code

Current
LINE OF ACCOUNTING (81) (optional): 110618CMRD1819 BOC (4) (optional): 2670 DCN (FAS USE ONLY) (8) (optional): -

New
LINE OF ACCOUNTING (81) (optional): BOC (4) (optional): DCN (FAS USE ONLY) (8) (optional):

[Show Optional Settings](#)


Default Accounting Code Comments (optional):

[+ Authorization Limits](#)

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Your default job code has been changed in the account. Hit Exit.

Confirmation



Your change request has been submitted and will now appear in your Request Status Queue. If you need future assistance from a representative on this request, the job id is pvm0e1252pg3.

Return to your account to verify that the code has been changed.